VOIDING CHECKS (AP-REG-6)

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VERSION (1.0)

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VOIDING CHECKS

OVERVIEW

MUNIS allows individual AP vendor checks to be voided. **Cleared checks cannot be voided.** Once a check is voided, the associated invoice:

- Is re-opened.
- Has its status changed from "paid" to "approved".
- Remains open to be paid later, changed or deleted.

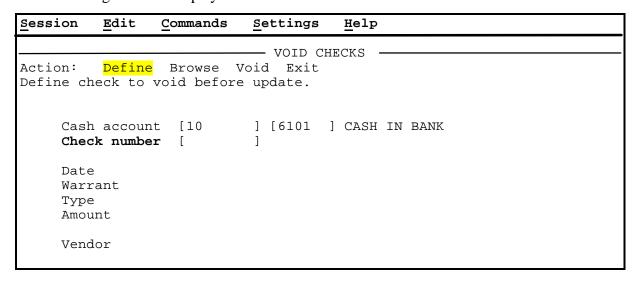
To change or delete an invoice associated with the voided check, see the document *Changing or Deleting Posted Invoices AP-REG-2* in the Accounts Payable documentation.

VOIDING CHECKS

To Void An AP Vendor Check, Select:

- A) FINANCIALS
 - D) Accounts Payable Menu
 - C) Cash Disbursements Menu
 - C) Void Checks

The following screen is displayed:



- 1. Select **Define** from the Ring Menu.
- 2. Enter the **Check number** to be voided and press **ESC**.
- 3. Select **Browse** from the Ring Menu to view the invoice(s) paid by the selected check. These invoices will be reopened after the check is voided.

- 4. Select **Exit** from the Ring Menu to exit the Browse screen.
- 5. Select **Void** from the Ring Menu to void the selected check.
- 6. At the prompt, type **Y** to continue.

OUTPUT-POSTING THE CASH DISBURSEMENTS JOURNAL

To complete the check voiding process, the General Ledger accounts must be updated by Output-Posting the Cash Disbursements Journal. See the document *Output-Posting the Cash Disbursements Journal (AP-REG-5)* in the Accounts Payable documentation.